

---

SUBJECT: SAFETY

ADOPTED DATE: MAY 4, 1992

PAGE 6 OF 23

---

### REPORTING INJURIES OR ACCIDENTS

All injuries, regardless of how slight, must be reported to the Personnel Office and your supervisor immediately. This is also true for any injuries or accidents sustained by the public on or in county property.

Accidents involving a county employee will be reviewed by the employee's supervisor as soon as possible to assure that all pertinent information is obtained.

Any claim for Worker's Compensation shall be promptly filed with the personnel office.

Accidents involving someone not employed by the county are to be reviewed or reported to the proper authority.

The Cass County Sheriff's Office (241-5800) is to be contacted to investigate such accidents.

Obtain the name, address, work and home phone numbers, along with insurance carriers of all parties involved, including all witnesses.